

# Maine Charter School Commission

## **DRAFT**

The Maine Charter School Commission held a regular Business Meeting at the **Burton M. Cross Office Building**, Room #103B, on **Tuesday, July 11, 2017**.

### **1. Call to Order and Declare a Quorum**

The meeting was called to order by Commission Chair, Laurie Pendleton at 9:39am and a quorum was declared.

Commission Members present were: Laurie Pendleton (departed at 11:49am), Chair; Dr. Mike Wilhelm, Vice Chair; Jana Lapoint; Shelley Reed; Nichi Farnham; Jim Rier; and John Bird.

Also present were Bob Kautz, Gina Post and Amy Allen.

Members of the public present included Judith Jones (MACS); Roger Brainerd (MACS); Carol Weston (Maine Connections Academy); Jean Walker (Cornville Regional Charter School); Robbie Feinberg (Maine Public Radio); Dr. Melinda Browne (Maine Virtual Academy); Matthew Speno (Charter School Advocate); Tonya Arnold (Maine Academy of Natural Sciences); Noel Gallagher (Portland Press Herald); Vicki Wallack (Maine School Management Association); Deborah Emery, Heather King, Carl Steidel, Sherry Gilbert, Jana Townsend, Julie Richard (all from Snow Pond Arts Academy); and Tom Edwards (Maine Academy of Natural Sciences – *arrived at 11:00am*)

### **2. Members of the Public Are Asked to Sign In**

Laurie Pendleton reminded those present to sign-in if they had not already done so.

### **3. To Consider Action Relative to Additions or Adjustments to the Agenda**

None

### **4. To Take Action Relative to Accepting as Printed the Minutes of the June 6, 2017 Business Meeting**

No changes to the written minutes.

**Moved by Jana Lapoint; seconded by Shelley Reed** to accept the June 6, 2017 Business Meeting minutes as written.

### **5. To Take Action Relative to Accepting as Printed the Minutes of the June 28, 2017 Emergency Meeting**

No changes to the written minutes.

**Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present** to accept the June 28, 2017 Emergency Meeting minutes as written.

## **6. To Accept FY 17 Budget vs. Actual – July 1 Report**

No discussion.

**Moved by Shelley Reed; seconded by Dr. Mike Wilhelm and voted unanimously by those present** to accept the FY17 Budget vs. Actual – July 1 Report

## **7. OLD BUSINESS**

### **7a. Guidance For Developing a Policy for Flexible Teaching Schedules**

Draft will be sent to the Policy and Procedure Sub-Committee for further discussion and placed on the next agenda.

## **8. NEW BUSINESS**

### **8a. Snow Pond Arts Academy Review Team End of Year Update and Recommendation**

Snow Pond created a School Improvement Plan to address difficulties it faced during the 2016-17 school year. The Commission approves the School Improvement Plan and will monitor the school's progress via a pre-opening visit, 90-day visit, and other meetings and updates with the school's leadership and Governing Board as necessary during the 2017-18 school year.

**Moved by John Bird; seconded by Jana Lapoint with a vote of 6-Yes and 1-No (Nichi Farnham)** to approve Snow Pond Arts Academy's School Improvement Plan and to monitor the school's progress via a pre-opening visit, 90-day visit and other meetings and updates with the school's leadership and Governing Board as necessary during the 2017-18 school year.

### **8b. To Consider and Approve a 1,000 Hour Temp Contract for the Archive/Record Retention Policy Project**

**Moved by Dr. Mike Wilhelm; seconded by Shelley Reed and voted unanimously by those present** to approve a 1,000 hour temp contract for the archive/record retention policy project.

### **8c. To Consider and Approve Allowing the 20 Hour Per Week Office Assistant I Position to Work More Than 20 Hours Per Week When Needed**

**Moved by Dr. Mike Wilhelm; seconded by John Bird and voted unanimously by those present** to approve allowing the 20 hour per week Office Assistant I position to work more than 20 hours per week when needed.

### **8d. To Accept Notification of New Officers of Governing Board at MeANS**

Commission accepted notification.

### **8e. Election of MCSC Officers**

Shelley Reed and Jana Lapoint discussed the need to have a policy in place for selecting officers. A draft policy was presented and will be sent to the Policy and Procedure Sub-Committee for further review and discussion.

Motion to elect Laurie Pendleton as Chair for a second year.

**Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present** to elect Laurie Pendleton as Chair for a second year.

Motion to elect Dr. Mike Wilhelm as Vice Chair for a second year.

**Moved by Jana Lapoint; seconded by John Bird and voted unanimously by those present** to elect Dr. Mike Wilhelm as Vice Chair for a second year.

## 9. REPORTS

### 9a. Chair – Laurie Pendleton

Laurie Pendleton discussed the Strategic Planning session that was held on June 6, 2017. A sub-committee consisting of Laurie Pendleton, Gina Post, Bob Kautz, Dr. Mike Wilhelm, and Nichi Farnham was formed. This sub-committee will look at the Commission as a whole and make recommendations regarding shifting job descriptions, etc. and review NACSA evaluation for considerations.

### 9b. Vice Chair – Dr. Mike Wilhelm

No report given.

### 9c. Executive Director – Bob Kautz

#### Legislative Updates

Bob shared that the wording regarding the number of charter contracts the Commission could issue in the first ten year period changed with the passing of the new budget. The new wording allows for a charter to be issued to a new applicant in the event that a public charter school currently holding a charter closes for any reason.

Bob also shared that the Charter Commission will not have oversight of the Maine Ocean School but that Gina Post will serve on its Board as the designee for DOE Commissioner Bob Hasson.

#### Discuss NACSA Leadership Conference

Bob shared information on the 2017 NACSA Leadership Conference which will be held in Phoenix, Arizona from October 16 – October 19 and asked Commission members to consider attending.

#### Update on Research Project

Bob indicated that this research project is still in the development process and that he is having ongoing conversations regarding the project and making sure that it doesn't duplicate, in any way, the Authorizer Evaluation that will be conducted by NACSA in late July. The project will be on the August 1<sup>st</sup> Business Meeting agenda for approval.

### 9d. Director of Program Management – Gina Post

#### Update on Year End Reports

Gina shared that all Year 4 Performance Reports for Baxter, Fiddlehead and Harpswell were submitted to the schools on June 30 along with Renewal Guidance. The schools have been given two weeks to respond with concerns regarding factual content. The Renewal Application itself will be sent to the schools on July 14<sup>th</sup>. Annual reports for the six remaining schools will be written during the months of July and August.

#### NACSA Authorizer Evaluation

The site visit is scheduled for July 25<sup>th</sup> and 26<sup>th</sup>. Gina shared that she and Amy Allen are currently working on getting all of the required desk audit materials to NACSA and that Bob Kautz completed the Commission Survey. Schools have been contacted to request participation in a survey. A draft site visit schedule has been sent to NACSA and that staff, MACS, charter school leaders and Commission members will be asked to participate in interviews.

The hope is to receive the draft report in September for Commission review and have final report presented at the October 3, 2017 Business Meeting.

#### Update on RFP Response and Next Steps

Gina reminded the Commission members that the RFP was issued on May 31<sup>st</sup> and that an RFP Informational Session was held on June 5<sup>th</sup>. She shared that we received two Intent to Apply forms. The first was from Stanwood Montessori in Hancock County and the second was from Monson Forest Kindergarten in Piscataquis County. Full applications are due on August 25<sup>th</sup> and will be completed via FluidReview.

Reviewers will be completing their application review/rubrics via FluidReview and Gina stated that a training for reviewers has been scheduled on August 21<sup>st</sup>.

#### Website Updates

Gina shared that the DOE will be going outside of OIT for its website and that the move may allow the Commission to have more creativity for the website. Gina indicated that she'd like to have photos and bios of each Commission member on the website and that there is a person at the DOE who can do the photos for us. She's also hoping to have some "working" shots and group shots to use in publications, website, reports, etc.

#### Public Documents

Gina reported that edits and updates will be made to the two publications that the Commission approved last year. She would like to find a graphic designer to look at the documents and will begin to gather quotes for further review and discussion.

#### Training for Panorama Survey Results and Epicenter

Gina indicated that we have set time aside on August 21 for this training. Invitations will be extended to each school and they will be able to attend either in person or virtually.

#### Panorama Survey Update

Gina shared that school climate surveys were completed in 8 out of 9 schools in late April/early May and that MeANS' survey window runs July 10-26. Surveys were completed by families, students, staff and teachers and Panorama Education is currently producing an Insight Report for each school and one for the nine schools overall. Overall, the schools had a 65% student participation rate.

#### Update on NACSA Leaders Program

Gina reported that she traveled for another Cohort Session on June 21<sup>st</sup> and that there is no session scheduled in July. She'll travel again in August.

## **10. ANNOUNCEMENTS**

- 10a. Turn in Expense Account Vouchers at the End of the Meeting

- 10b. Next Business Meeting Date – August 1, 2017
- 10c. Fluid Review Reviewer Training – August 21, 2017

## 11. PUBLIC COMMENT

Tom Edwards, MeANS Governing Board Chair, signed the MeANS Renewal Charter Contract and thanked the Commission for their continued support.

Matt Speno, Charter School Advocate, shared that the charter schools are doing great things for students in Maine.

Roger Brainerd reported on several topics. He indicated that there is a magnet school being considered on North Haven and that he and Zoe Lewin attended that National Conference recently held in Washington, D.C. He also shared that funding became available for the shared services grant and that MeANS, Snow Pond and Cornville had been awarded funding for the application that they submitted.

## 12. EXECUTIVE DIRECTOR EVALUATION

Motion to table agenda item until August 1, 2017 Business Meeting.

**Moved by John Bird; seconded by Shelley Reed and voted unanimously by those present** to table agenda item until August 1, 2017 Business Meeting.

## 13. ADJOURN - Meeting was adjourned at 12:18pm.

**Moved by John Bird; seconded by Jana Lapoint and voted unanimously by those present** to adjourn.